

## Conditional Use Permit Checklist - Large Family Child Care Home



Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. **By checking this box, I acknowledge that a Pre-Application Conference (PAC) meeting is required prior to submitting my application, and that I have attended a PAC meeting.**

If you have not completed a PAC meeting, please follow this link for instructions on how to schedule one. PAC's are held each Wednesday for a one-hour time slot between 9am-12pm. You will need to complete this step prior to proceeding with this application.

2. **By checking this box, I acknowledge that I must receive all required state licenses in addition to the City of Brighton's approval prior to operating as a Large Family Child Care Home.**
3. Conditional Use Permit Narrative: Please upload a Conditional Use Permit Narrative that describes the use you will be applying for and the existing conditions on the site.
  - Document Name: Conditional Use Permit Narrative
4. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match with the ownership information entered on the application.
  - Document Name: Proof of Ownership
5. Legal Description: Please upload a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.
  - Document Name: Legal Description
6. Neighboring Property Owners: Provide a list of all property owners and mailing addresses within a 300 foot radius of the application property. In addition to this list, please provide one (1) set of pre-printed address labels of each property owner and map demonstrating the neighboring property locations as related to the application property. Property owner addresses should be acquired from current County records.
  - Document Name: Neighboring Property Owners
7. Floor Plan: Please upload a floor plan of your home that clearly shows the layout of rooms, which rooms will be used for child care, which level of the home the rooms are located on, and ingress/egress points should evacuation be necessary.
  - Document Name: Floor Plan
8. Site Plan: Please upload a site plan that clearly shows the property boundaries, all structures within the property, driveway and parking areas, and outdoor areas to be used for recreation. If fencing is present, please show the location and note the type and height of the fence.
  - Document Name: Site Plan
9. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** How many children will be kept on-site and what is the proposed age range? Please include any of your own children under the age of 12 in this count.
10. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** Which rooms of the home will be utilized for child care? Which floor(s) of the home are these rooms located on?

11. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** What are the days and hours of operation?
12. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** How many people will use the site (i.e. employees, customers, etc.)? How many employees are expected to be at the site at one time?
13. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** What types of vehicles will access the site and how often?
14. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** What will the pick-up and drop-off times be? How will this impact to the neighborhood be handled (i.e. parking)?
15. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** What will the outdoor recreation times be? Please include any relevant information including but not limited to times of day, number of children expected to be outside at once, etc.
16. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** How will impacts to neighboring properties be handled? (i.e. visual, noise, vibrations, air pollution, etc)
17. Hard Copy Requirements:
  1. Two (2) copies of the Conditional Use Permit Narrative
  2. One (1) copy of the Application (printed from digital submittal)
  3. One (1) copy of the Floor Plan
  4. One (1) copy of the Site Plan
  5. One (1) set of pre-printed address labels for neighboring property owners

Delivered to: One Stop, City of Brighton 500 S. 4th Avenue Brighton, CO 80601

18. **I understand that by submitting all electronic files and required hard copy documents to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. Any application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**